



City of Long Beach
DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR DONATIONS TO CATASTROPHIC LEAVE

(Reference: Personnel Policy 5.4)

COMPLETED BY HUMAN RESOURCES DEPARTMENT

Employee _____ Position Title _____

Department/Bureau/Division: _____

The employee listed above has received approval for catastrophic leave for:

_____ Employee _____ Family Member

If you would like to donate from your accrued leave (sick leave, overtime, personal holiday, in-lieu holiday, vacation), complete one of the attached "Donation to Catastrophic Leave" forms and give it to your departmental Payroll/Personnel Assistant. You will be advised when your contribution is deducted from your accrued banks.

NOTE: An employee may only donate a total of 40 hours of accrued leave in a calendar year.

Date Posted: _____